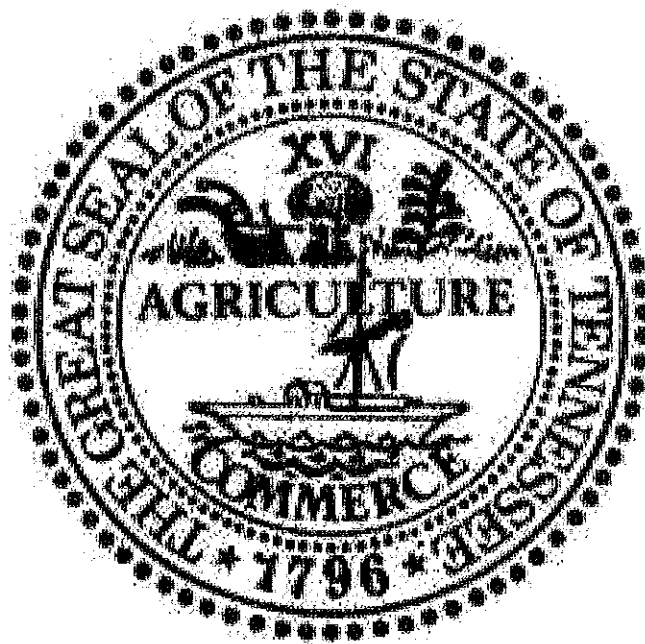


# **CHARLES BASS CORRECTIONAL COMPLEX**



**2008 – 2009  
VISITATION HANDBOOK**  
(English Version)

## TABLE OF CONTENTS

- I. Introduction
- II. Definitions
- III. Approval Procedures
- IV. Processing of Visitation Applications
- V. Schedule
  - a. Special Visits
  - b. Attorney Visits
- VI. Visitor In-Processing Procedures
  - a. General Procedures
  - b. Approved Personal Items for Visitors
- VII. Visitation Rules and Procedures
  - a. Dress Code for Visitors
  - b. Dress Code for Inmates
  - c. General
  - d. Restrooms
  - e. Outside Visitation
  - f. Site II Visitation
  - g. Zero Tolerance
  - h. Guidelines for inmates under conviction for sex-related offenses against children
- VIII. Area Lodging
- IX. Transportation
- X. - Title VI Statement

### Appendix

- A. Visitation Application. Page 1
- B. Visitation Application. Page 2
- C. Contact Visitation with Minors Agreement

## I. INTRODUCTION

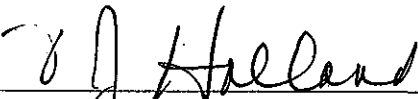
This handbook has been designed to be a guide to help the visitor by providing basic information and regulations. It is not exhaustive. You may find additional information concerning visitation by reviewing TDOC Policy 507.01 on the TDOC website. I highly recommend that every visitor should read this policy.

It is our goal at CBCX to make visiting an incarcerated loved one as pleasant as possible, yet maintain a secure prison environment. Although minimum custody inmates are housed here, the primary designation of CBCX is that of a close security institution.

The staff here recognizes the rehabilitative value of inmates maintaining family ties through visits and we encourage them to do so. Any guest to this facility may and should expect to be treated in a kind and respectful manner. Should any situation arise where this is not the case, please feel free to let me know. That said, it is also expected that every guest to this prison will conduct themselves in a manner compliant with the regulations set forth in this handbook and TDOC Policy 507.01.

We welcome you to Charles Bass Correctional Complex and truly hope your visit is a pleasant one. If you need any assistance, my staff or I will be happy to help you.

Thank you.

  
\_\_\_\_\_  
Flora J. Holland, Warden

## **II. Definitions** (TDOC Policy 507.01)

Child: Anyone under the age of eighteen (18) years.

Contraband: Any item that is not permitted by law or is expressly prohibited by Tennessee Department of Correction (TDOC) or institutional policy.

Guardian: A person authorized by a child's custodial parent or legal guardian to be responsible for a child while visiting a correctional institution. This authorization shall be evidenced by a notarized statement from the custodial parent or legal guardian submitted to the institution for file.

Immediate Family: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son/daughter in-law, brother/sister in-law, father/mother in-law. Stepparents may be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.

Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the person of a minor, as evidenced by a *certified copy of a court order*.

Prostheses: Any artificial limbs, cardiac pacemakers or defibrillators, or any other related artificial devices intended to replace or augment a missing or impaired part of the body.

Transient Inmates: Inmates who are temporarily (not exceeding 60 days) in the in-house count of a receiving institution and in the assigned count of a sending institution.

Valid Identification (ID): Any original method of identification with photograph issued by a local, state, or federal agency by which to identify a particular individual.

Visitor: Person who has completed application/approval process for permission to visit an offender.

### III. APPROVAL PROCEDURES

Approval of visitors shall be at the warden's discretion, in accordance with the following guidelines:

All immediate family members who apply and eight (8) additional persons (regardless of age) may be approved to visit an inmate upon receipt of a TDOC Visitation Application (CR-2152).

Immediate family members of *newly received inmates* shall be tentatively added to the approved TOMIS visitation list pending receipt of the relative's application. This tentative approval shall be for no more than sixty (60) days. All immediate family members must have a CR-2152 approved before the sixty days are over.

Only immediate family members may visit inmates who reside in a classification, transient, or segregation guild.

Inmates who are in transient status shall not be allowed any visitation for two weeks. (Attorneys and clergy are exempt.) The Warden may allow special visits at the end of the two weeks but only for immediate family members (507.01.VI.J).

### IV. PROCESSING OF VISITATION APPLICATIONS

Applications are received through the institutional mail office and forwarded to the visitation supervisor. Any falsification of the CR-2152 by a visitor may be cause to deny the application or withdraw previous approval of the visitor.

Applications are screened by a visitation officer for previous criminal history, approval on another inmate's list and/or appearance on the institution's volunteer list. The visitation supervisor reviews the information and notes his/her approval. Applications shall be approved or denied within thirty (30) days of receipt. Notification of approval or reason for disapproval will be forwarded to the inmate. *It is the inmate's responsibility to notify the visitor of approval or disapproval.*

If an inmate or visitor request a removal from the visitation list, the visitor must remain off the inmate's visiting list for *at least one (1) year*. That visitor must wait one (1) year before being placed on another non-immediate family inmate's visiting list.

The Warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.

Visitors may not be placed on more than one (1) inmate's visiting list unless the inmates are immediate family members of the visitor and the relationship can be substantiated.

Completed CR-2152's should be sent to:

Visitation Supervisor  
Charles B. Bass Correctional Complex  
7177 Cockrill Bend Blvd.  
Nashville, TN 37209-1005

Or

Visitation Supervisor  
Charles B. Bass Correctional Complex – Site II  
7466 Centennial Boulevard  
Nashville, TN 37243

Applicants may contact the Visitation Staff by calling 615-350-3361 on Monday, 10:00a.m.-8:30 p.m.; and Friday, 7:00 a.m.-4:00 p.m.

All visitors, regardless of age, must have an approved application form (with picture attached) on file. Every visitor, regardless of age, shall have an approved visitation application on file. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an updated application within 6 months of the effective date of this policy. Children age 6 and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance.

Children under 18 years of age may visit provided they are accompanied by their parent, legal guardian, or guardian who is also on the inmate's approved visiting list. Identification is not required for children under the age of 16 years; however, a CR-2152 with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parental Consent /Release for Minor's Visitation Form (CR-2152, page 2), which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched. The requirements do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

Persons the Warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.

## V. SCHEDULE

SATURDAY	
Unit A	Unit B
7:30 a.m.-10:30 p.m.	12:30 a.m.-3:30 p.m.
PC	
5:00 p.m.-6:00 p.m.	
SUNDAY	
Unit A	Unit B
12:30 a.m.-3:30 p.m.	7:30 a.m.-10:30 p.m.
PC	
5:00 p.m.-6:00 p.m.	
MONDAY	
Unit A	Unit B
6:30 p.m.-7:30 p.m.	5:00 p.m.-6:00 p.m.
PC	
7:40 p.m.-8:40 p.m.	

Monday nights are for those visitors unable to visit on weekends.

Holiday schedules will be announced prior to the specific holiday.

Processing of visitors at Checkpoint will be suspended from 10:00 a.m.-11:30 a.m., for count time; and 1:30 p.m.-2:15 p.m. for shift change. Processing will end at 3:00 p.m. No visitors will be allowed to enter after that time.

Outside Visitation (for support staff workers and Site II only)

SATURDAYS & SUNDAYS	
Main Compound	Site II
7:30 a.m.-3:30 p.m.	8:00 a.m.-4:00 p.m.

STATE HOLIDAYS	
Main Compound	Site II
7:30 a.m.-3:30 p.m.	8:00 a.m.-4:00 p.m.

### *Special Visits*

Special Visits at the institution may be arranged through request to the Administrative Captain at the Main Compound, or the Administrative Lieutenant at Site II, be either the inmate or proposed visitor. The following types of special visits may be approved:

- Visitors who have traveled in excess of 200 miles and/or do not visit on a regular basis.
- Children, as part of a special program to promote family bonding.
- Prospective employers, sponsors, parole advisors or private therapists (recognized mental health professionals).
- Persons significant to the inmate for purposes of crisis intervention.
- Official visitors.

Special visits approved for visitors who have traveled in excess of 200 miles will no be asked to leave during the first callout. However, proof shall be required to prove distance traveled was 200 miles or more.

### *Attorney Visits*

Attorney visits must be scheduled through the appropriate shift commander or Administrative Lieutenant office. Visits shall be arranged between 8:00 AM and 4:00 PM, Monday through Friday, if at all possible.

## **VI. VISITOR IN-PROCESSING PROCEDURES**

### *General Procedures*

Visitors will not be admitted into the Checkpoint area until thirty (30) minutes prior to the scheduled visitation start time.

All visitors will be searched and must clear the metal detector search. Anyone failing to clear a walk-through metal detector will be subjected to a closer screening by a hand-held metal

detector. Failure to pass the localized search will require the individual to produce or otherwise identify the item causing the metal detector to react.

At the time of in-processing for visitation, visitors should be prepared to give the following information to the checkpoint officer:

- Inmate's full name
- Inmate's TDOC number

All visitors shall be identified by the following methods:

- Official identification and/or picture card (drivers license, work photo identification, ID furnished by the Department of Safety)
- Written authorization by the Warden, Deputy Warden or authorized designee.

Upon completion of the identification/approval process, visitors will be issued an identification tag to be worn on the outside of their clothing and their left forearm will be stamped with ultra-violet ink. When leaving the visiting gallery, all visitors must sign out in the visitation ledger and return identification tag.

All visitors will be searched, prior to visiting an inmate, in accordance with the guidelines of TDOC Policy 506.06.

#### *Approved Personal Items for Visitors*

Visitors shall be allowed to carry only the following items into the visitation area:

1. Identification
2. Key to access vehicle
3. Baby items (Only three (3) Pampers and two (2) bottles per child. Up to two (2) baby (12 months and under) food items are allowed. Must be in unopened, sealed plastic containers. One (1) receiving blanket).
4. Vending machine debit card (Inmates are *not* allowed to touch the debit cards).
5. Pager (Must be pre-approved by the warden. In order to receive approval for pagers, visitors must provide information to the warden regarding the reason for a pager (e.g. employment requirement, likely callers, etc.). This information, in addition to the warden's approval or denial, will be maintained in the inmate's visitation file). At each visit, the visitor will:
  - Open pager, remove and replace batteries and open any other compartments, which can be opened without tools.
  - Demonstrate that the pager is functional. If the pager is not functional, the visitor will be responsible for leaving the pager outside the facility. Staff will not accept custody of the pager.

- If the pager is so equipped, it will be placed in the “vibrate” mode.
- Wear the pager in a conspicuous place during the visit.
- Leave visitation to answer page, in which case the visitor will then not be allowed to return to the visiting gallery.
- Upon leaving visitation, the visitor will open the pager, remove and replace batteries, open any compartments which can be opened without tools and demonstrate that the pager is functional.

The institution will not be responsible for loss or damage to the pager during visitation. If the inmate handles the pager, the visit will be terminated.

The institution will not be responsible for items left at Checkpoint during visitation.

## **VII. VISITATION RULES AND PROCEDURES**

### *Dress Code for Visitors*

Visitors are expected to be dressed in attire that is not provocative or offensive to others. In accordance with TDOC Policy 507.01, the following guidelines will apply:

- Males are to have shirts buttoned, not to expose chest. They must wear clothing that does not sag or hang off their body or is too big. Layering of clothing is prohibited such as skirts, pants, dresses. This is necessary to prohibit exchange of clothing between inmate and visitors. Coats and/or sweaters will be allowed. No jogging or sweat pants that button down the leg will be allowed.
- No spandex or spandex-type fabrics. No transparent or translucent clothing.
- No coveralls or overalls (men or women).
- Shorts or skirts can be no higher than 3” above the knee, while in a standing position with the garment worn in the position in which it is intended to be worn. Children under the age of six (6) may wear shorts. Cut-off pants are not permitted. No wrap around skirts, sundresses, backless, low cut or sleeveless dresses. Splits in dresses or skirts that extend which cause the entire dress or knee will not be permitted.
- No clothing that exposes the midriff, stomach (including the navel) or lower back.
- Underwear must be worn. Both male and female clothing must not expose underwear.
- No swimwear or string bikini, thong, or G-string underwear.
- No hats or bandanas.
- Clothing shall not have any provocative/suggestive, obscene logos; including, but not limited to vulgarity, nudity or any signs of Security Threat Groups (STG). Any clothing determined to be associated with STG will not be allowed in.
- No halters/tubes, tank tops or muscle shirts.
- No camouflage clothing is allowed.
- No worn or tattered clothing with holes.

- Appropriate footwear to provide basic foot protection shall be required. Open toe shoes or sandals are permitted; however, steel-toed shoes, shower shoes, flip-flops, etc. are not permitted.
- Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

### *Dress Code for Inmates*

- Inmates must wear blue TDOC clothing that is clean and in good condition. No sagging of pants will be tolerated. Pants shall be worn above the buttocks. Inmates who cultivate the sagging look will not be allowed to visit. The shirt may not be opened past the second button from the collar. No long sleeved sweatshirts or thermal underwear may be worn under the blue TDOC shirt during visitation. Shirts must remain tucked in during the visit. Hats, scarves, bandanas, stocking caps and any other non-religious head garment will not be permitted during visitation. Sunglasses, unless medically ordered, are not permitted.
- Inmates may wear the following jewelry:
  - One (1) ring
  - One (1) necklace
  - One (1) watch
  - One (1) religious medallion
 Inmates are required to declare any jewelry in their immediate possession prior to entering the Visitation Gallery. Upon exiting the Visitation Gallery, the property shall again be inventoried.

### *General*

Inmates may receive visits from up to four (4) approved visitors (over 12 years old) at one time according to the established schedule. Children under one year old are to be considered lap size and will not be included in that total. Once a visitor leaves the institution, the visitor may not return that day.

- CBCX is now a tobacco-free institution. No tobacco products of any kind shall be allowed on the compound. Visitors found with tobacco products on their possession will be made to take them to their vehicle.
- Officers working in the visitation gallery will designate seating arrangements. Seating is limited and adjustments in seating may be necessary to accommodate additional visitors. Please note that movement from one table to another is not permitted unless authorization is granted. Visiting time may be shortened if the flow of incoming visitors is unusually heavy; this offers all inmates and visitors an opportunity to visit.

- Upon receiving visitors, the inmate may briefly embrace and kiss in a socially acceptable manner. This same procedure is acceptable upon concluding the visit. During visitation, no inmates or visitors shall engage in any physical contact such as caressing, kissing, legs entwined, legs crossed over each other, sitting or leaning/laying in laps, etc. Holding hands on TOP of the table is permitted.
- There will be no exchanging of jewelry, clothing or other articles during visitation.
- There will be no combing or plating of hair allowed during visitation.
- It is the responsibility of the visitor to keep children seated and under control at all times. All visits must be conducted in a quiet, orderly and dignified manner.

#### *Restrooms*

Visitor restrooms are for use of the visitors only. No inmates are allowed in the Visitor restrooms, no visitors are to enter the Inmate restroom. Any violation of this rule will result in termination of the visit and disciplinary action against the inmate. Only one (1) person at a time is allowed in the Inmate restroom

#### *Outside Visitation for Inmates In Guilds 1, 2, 3, and 5*

The outside visitation area will be open from April 1 through October 31, weather and security staffing permitting. The temperature must be above 50 degrees for unrestricted opening of outside visitation (507.01-1.V.J.2.c).

The following rules will apply for outside visitation only:

1. Visitors wishing to visit in the outside visitation area must notify the checkpoint officer upon arrival for visitation.
2. Inmates may visit with up to four (4) approved visitors (including children over 12) in the outside visitation area.
3. If inclement weather occurs while visiting in the outside visitation area, the visit will be terminated and the outside visitation area will remain closed for the remainder of the day. Inmates and their visitors will not be permitted to move to the inside visitation area.
4. If an inmate chooses to leave outside visitation for any reason other than to pick up scheduled medication and return, his leaving will terminate the visit.
5. Inmates receiving a visit will come to the outside visitation area only after his guild officer notifies him that he has a visit in that area.
6. Inmates must have their I.D. card and a pass in order to enter the outside visitation area and will not be admitted unless they have these items.
7. Other items allowed in the outside visitation area, that may be brought in by inmates are limited to the following:
  - Soft drinks (limit one (1) six pack)
  - Food items purchased from commissary
8. Inmates may only bring the amount of food items, which will be consumed during their visitation period. Anything extra will be disposed of.

9. Visitors will be permitted to bring only the following to the outside visitation area:
  - CBCX visitors identification tag
  - Personal identification
  - Key to access vehicle
  - Baby items (Only three (3) Pampers and two (2) bottles per child. Up to two (2) baby (12 months and under) food items are allowed. Must be in unopened, sealed plastic containers. One (1) receiving blanket).
10. All inmates will be patted down by guild officers before coming to the inside or outside visitation areas.
11. Upon receiving visitors, the inmate may briefly embrace and kiss in a socially acceptable manner. This same procedure is acceptable upon concluding the visit.
12. During visitation, inmates and visitors shall not engage in any physical contact such as caressing, kissing, legs entwined, legs crossed over each other, sitting or leaning/laying in laps, etc.
13. The playground equipment is to be utilized by small children with caution. Except for small children, sitting or lying on the ground is **NOT** allowed.
14. Sitting or standing on top of table(s) is **NOT** allowed.
15. No straddling the benches.
16. Before leaving the picnic area, inmates and visitors are responsible for removing litter from their area.
17. NO clothing or shoes are to be removed by children or adults.
18. NO walking around the perimeter of the picnic area by anyone.
19. The grassy area around the pavilion on the Main compound is off limits.
20. It is the responsibility of the inmate to maintain order during his visit. Inmates and visitors will closely supervise their children and keep them in the designated area. Failure to control children during visitation may result in termination of visit and /or suspension of privileges.
21. At the end of the visitation period, visitors will remain seated until all inmates are counted
22. There will be no loitering in the vicinity of guilds #2 and #3.
23. Only one (1) person at a time is allowed in the restroom.
24. All other current visitation rules and regulations not covered in this section shall apply for the outside visitation area.

#### *Visitation Rules for Picnic Area – Site II ONLY*

Annex visitors and inmates are expected to comply with the visitation rules and procedures listed above for the Main Compound. The only differences are as follows:

- Upon signing in, the visitor shall select a visitation area (picnic area or visiting gallery). The selected site shall be the only approved visiting area for the day.
- Movements between the two visiting areas will not be permitted. Inclement weather will cause closure of the picnic area and termination of visiting privileges for that day.

- Cooking will be permitted once a week, Saturday **or** Sunday only, for the scheduled months:  
Saturday: April, June, August, and October  
Sunday: May, July, and September
- ONLY the following food items may be brought into the picnic area by visitors:
  - a. Commercially pre-packaged and unopened food items (including raw meat and vegetables, *excluding corn on the cob*).
  - b. Non-alcoholic beverages in cans ONLY.
  - c. Self-starting (no lighter fluid) charcoal.
  - d. Plastic utensils, tableware and napkins.
- Food items from the outside picnic area shall not be permitted in the visiting gallery. Visitors may purchase food from the vending machines placed in the visiting gallery for that purpose.
- All food items brought into the institution (picnic area) shall be consumed during the visit. Items not consumed will be destroyed.

### *Zero Tolerance*

The Tennessee Department of Correction and Charles Bass Correctional complex is committed to maintaining a policy of **zero tolerance** in regards to drugs, alcohol use, sexual misconduct within State Correctional facilities, and weapons brought onto State property.

- All visitors and belongings (including vehicles) are subject to search. Any contraband items, which are not permitted on State property found in their possession will be grounds for denying access for visitation. In some instances, contraband and visitors may be remanded to the custody of local law enforcement agencies for possible felony prosecution. K-9 units may be used during vehicle searches.
- Drugs (including prescribed medication, other than for the heart), alcohol and weapons are not permitted on State property.
- Persons who appear to be intoxicated, under the influence of drugs, or disorderly shall not gain access to visit and will be asked to leave the premises. Any refusal shall be remanded to the custody of the local law enforcement agencies for possible prosecution.
- Persons with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle, you will be subject to arrest.

In accordance with Policy 506.21, all adult inmates incarcerated in a State operated or State funded correctional facility shall be subject to urinalysis testing at any time during their incarceration. In conjunction with this policy, inmates are subject to disciplinary action for the following:

- Failure to submit to testing or to provide a urine sample within two (2) hours of the request;
- Tampering or attempting to tamper with the specimen or test results; or

- Receiving a positive test result for which there is no satisfactory explanation.

Policy 506.21 is available for inmates to read in its entirety in the Law Library.

*Guidelines For Inmates Under Conviction For Sex-related Offenses Against Children:*

1. An offender with a current or previous conviction for a crime involving a sexual offense against a minor is restricted from having contact visits with children under the age of eighteen (18), except under the guidelines set forth in a duly signed and witnessed Contact Visitation with Minors Agreement (CR-3619).
2. The warden/designee will ensure that this form is executed for all inmates with these types of convictions, regardless of the date they entered TDOC custody. The form will be completed as a part of the classification process.
3. Inmates who refuse to sign the CR-3619 shall be restricted to non-contact visits with children.
4. Any observed or reported contact of a sexual nature with a child by an inmate shall be immediately reported by the warden/designee to the local Department of Children's Services, and Child Protective Services Division.
5. A victim of an inmate convicted of a sex offense will not be permitted to visit the inmate unless specifically approved by the warden, and then only non-contact visits shall be allowed.

## **VIII. AREA LODGING**

The Reconciliation Guest House serves the families and friends of inmates who travel to Nashville to visit their incarcerated loved ones. The Guest House provides hospitality with:

- Overnight lodging
- A stocked kitchen
- Transportation when requested in advance
- Information about prison visitation
- Reservations are required
- Accommodates up to sixteen (16) visitors at one time

The Guest House is free to guests but donations are welcome. For information call: 615-292-6371.

Other local motels numbers are:

- Baymont Inn: 615-353-0700
- Comfort Inn: 615-356-0888
- Howard Johnson: 615-352-7080
- Days Inn: 615-356-9100

## **IX. TRANSPORTATION**

Metro Transit Authority: 615-862-5950

Music City Taxi: 615-742-3030/226-3006

Checker Cab: 615-256-7000

Yellow Cab: 615-256-0101/256-3434

Directions to Charles Bass Correctional Complex:

**Site 1** - I-40 to White Bridge Road, Exit #204. Turn right, if coming East or turn left, if coming from West. Go through 2 traffic lights and go approximately 2 miles. Take second Exit #26B. It will wrap around and you will go approximately .5 miles. (Go straight through the traffic light.) CBCX will be on the left.

**Site 2** - I-40 to White Bridge Road, Exit #204. Turn right, if coming East or turn left, if coming from West. Go through 2 traffic lights and go approximately 2 miles. Take second Exit #26B. It will wrap around and you will go right at the first traffic light. Go approximately 1 mile. Institution will be at the end of this road.

## **X. TITLE VI STATEMENT**

"Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color or national origin."

The Title VI coordinator for CBCX is Charles N. Simmons, Deputy Warden. You may contact Deputy Warden Simmons by letter or telephone. No special forms are required to lodge a Title VI complaint.

Other avenues of complaint regarding alleged Title VI violations include:

- Deputy Commissioner, 4<sup>th</sup> Floor Rachel Jackson Building, Nashville, TN 37243-0465, (615) 741-1000 or TDD (615) 532-4423
- Human Rights Commission, 530 Church Street, Suite 400, Nashville, TN 37243-0745, (615) 741-5828
- U. S. Department of Justice, Civil Rights Coordinator and Review Section, Washington, DC, 20531, (202) 307-2208.

**TDOC / Facility Handbooks will be available at**  
<http://state.tn.us/corrections/institutions/visitation.html>

# APPENDIX A

New Application \_\_\_\_\_  
Update Application \_\_\_\_\_



## TENNESSEE DEPARTMENT OF CORRECTION VISITATION APPLICATION

Inmate Name \_\_\_\_\_

TDOC # \_\_\_\_\_

Institution \_\_\_\_\_

**READ CAREFULLY: All questions must be answered.** Any omissions or falsifications, including relationship and prior convictions, will be considered sufficient reason to deny approval or to withdraw approval of the visitor. Please attach recent photograph in lower left-hand corner of application will not be processed. Return this form to the warden of the above noted institution. This application will become part of the inmate's institutional record under the provision of T.C.A. 4-3-606 and 4-6-140. It will be considered a public record available for review by the general public, subject to the procedures established in the above cited statutes. All visitor applicants are subject to a NCIC background check.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Male or Female (circle one)

Married Single Divorced

Marital Status (circle one)

Height \_\_\_\_\_

Weight \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's License # and State of Issue \_\_\_\_\_

Race (circle one)	Hair Color (circle one)	Eye Color (circle one)	Complexion (circle one)
A (Asian or Pacific Islander)	BLN (Blonde/ Strawberry)	BAL (Bald)	BLK (Black)
B (Black)	GRY (Gray/Partially Gray)	BLK (Black)	BLU (Blue)
H (Hispanic)	RED (Red/Auburn)	BRO (Brown)	GRN (Green)
I (American Indian/Alaskan Native)	SDY (Sandy)	WHI (White)	HAZ (Hazel)
W (White)		MUL (Multicolored)	

### Relationship to Inmate (circle one)

AP (Adoptive Parent)	DA (Daughter)	FR (Friend)	HS (Half Sister)	NI (Niece)	SM (Step Mother)	WI (Wife)
AU (Aunt)	DI (Daughter-in-Law)	GD (Granddaughter)	HU (Husband)	SB (Step Brother)	SN (Son)	
BL (Brother-in-Law)	FA (Father)	GF (Grandfather)	LG (Legal Guardian)	SD (Step Daughter)	SO (Son-in-Law)	
BR (Brother)	FC (Foster Child)	GM (Grandmother)	ML (Mother-in-Law)	SF (Step Father)	SR (Step Sister)	
CL (Clergy)	FL (Father-in-Law)	GS (Grandson)	MO (Mother)	SI (Sister)	SS (Step Son)	
CO (Cousin)	FP (Foster Parent)	HB (Half Brother)	NE (Nephew)	SL (Sister-in-Law)	UN (Uncle)	

Are you currently on the visiting list of an inmate confined in the Tennessee Department of Correction? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is his/her name: \_\_\_\_\_ TDOC #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you now, or have you ever been an employee or contract employee of the TDOC? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, when? \_\_\_\_\_

Have you ever been suspended from visitation? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, list reason below: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please list offense(s), date, location disposition/sentence and TDOC number if applicable: \_\_\_\_\_

Are you required to carry a pager? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please state why: \_\_\_\_\_

If you have a prosthetic device, pacemaker or defibrillator, you may be required to submit a copy of a physician statement.

Attach a recent photo of yourself only here. Photo must be of quality that can be used for identification purposes. No black & white photographs or pictures copied from copy machine.

YOUR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

If you are under 18 years of age, your parent or legal guardian's approval must be indicated by notarized signature. If signed by legal guardian, a copy of certified court order granting guardianship must be attached.

Visitors' handbooks are available upon receipt of a self-addressed stamped envelope with this application.

\_\_\_\_ Approved \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_ Disapproved \_\_\_\_\_

Warden's Designee

\_\_\_\_ Approved \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_ Disapproved \_\_\_\_\_

Warden's Signature

(required only if disapproved by designee)

RDA-1167



TENNESSEE DEPARTMENT OF CORRECTION  
VISITATION APPLICATION

**PARENTAL CONSENT/RELEASE FOR MINOR'S VISITATION** (For children under 18 years of age, please fill out completely, have notarized by a notary public, lawyer, or local postal official)

Inmate Name

TDOC #

Institution

This form must be completed by the custodial parent/legal guardian and properly notarized for minor children (under 18 years of age) to visit an inmate when the custodial parent/legal guardian is unable, or unwilling to visit and accompany the minor child.  
The child may visit only with the authorized person named below, who is over 18 years of age and who must also be on the approved visitation list of the inmate they wish to visit. Permission is granted for the child to be searched.

Minors Name

Date of Birth

Relationship of Child to Inmate

Approved Escort/Guardian

Guardian's Date of Birth

Signature of Custodial Parent/Legal Guardian

Date

**STATEMENT OF NOTARY PUBLIC**

Subscribed to, and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

My commission expires on \_\_\_\_\_.

Notary Public

xc: Visitation File  
Inmate

## APPENDIX C



### TENNESSEE DEPARTMENT OF CORRECTIONS CONTACT VISITATION WITH MINORS AGREEMENT

\_\_\_\_\_  
INSTITUTION

I, \_\_\_\_\_ TDOC # \_\_\_\_\_ agree to the  
Offender Name  
following rules of conduct during visits with children under the age of 18:

- (1) Absolutely no visitation with the victim(s) or alleged victim(s) of my crimes of conviction without documented approval by the institution's mental health authority, and Warden.
- (2) Physical contact with a child is limited to an appropriate initial greeting and parting goodbye gesture. For example, an appropriate hug or kiss on the cheek.
- (3) No prolonged handling or touching of the child is allowed.
- (4) No kissing of the child on the mouth.
- (5) No sitting of the child on the lap.
- (6) No contact with a child of other visitors.
- (7) No whispering, passing notes, swearing, spanking, hitting, threatening, or use of foreign language or other words unfamiliar to visitation security staff.
- (8) All child visitors must be in direct sight of visitation security staff at all times.
- (9) No changing diapers or other assistance in personal hygiene or intimate dressing activity.
- (10) The parent/guardian is responsible for managing the behavior of the child.
- (11) All directions given by visitation security staff, and the rules of this agreement, must be followed by inmate visitor without disagreement at the time of visitation or in the presence of the child.
- (12) Any specific visit, as well as my privilege to have contact visits with a child under the age of 18, may be terminated if any of the above guidelines are violated; or if the visiting child, or caretaker is unduly distressed from the visit.

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Custodial Parent or Legal Guardian  
of Visitor Under 18 Years of Age

\_\_\_\_\_  
Witness & Job Title

\_\_\_\_\_  
Date

CR-3619 (Rev. 12-03)

Original- Inmate Institutional Record      Canary-Visitation File  
Pink- Custodial Parent or Legal Guardian of Visitor Under 18 Years of Age

RDA 1167



Department of Correction, Publication Authorization Number 329216 July 2008, 5,000 copies.  
This public document was promulgated at a cost of \$0.24 per copy.